**CBUS 214: Spreadsheet Applications for Business**

**Lad Assignment 4**

Making a Chart Using Excel

In this activity you will use an Excel spreadsheet to find the total number of students in a survey, and then you will create a graph to display the results of the survey. The following survey of favorite ice cream flavors will be used for the example.

Chocolate 6 students

Strawberry 5 students

Vanilla 4 students

Rocky Road 3 students Peanut butter Ripple 2 students Butter Pecan 2 students

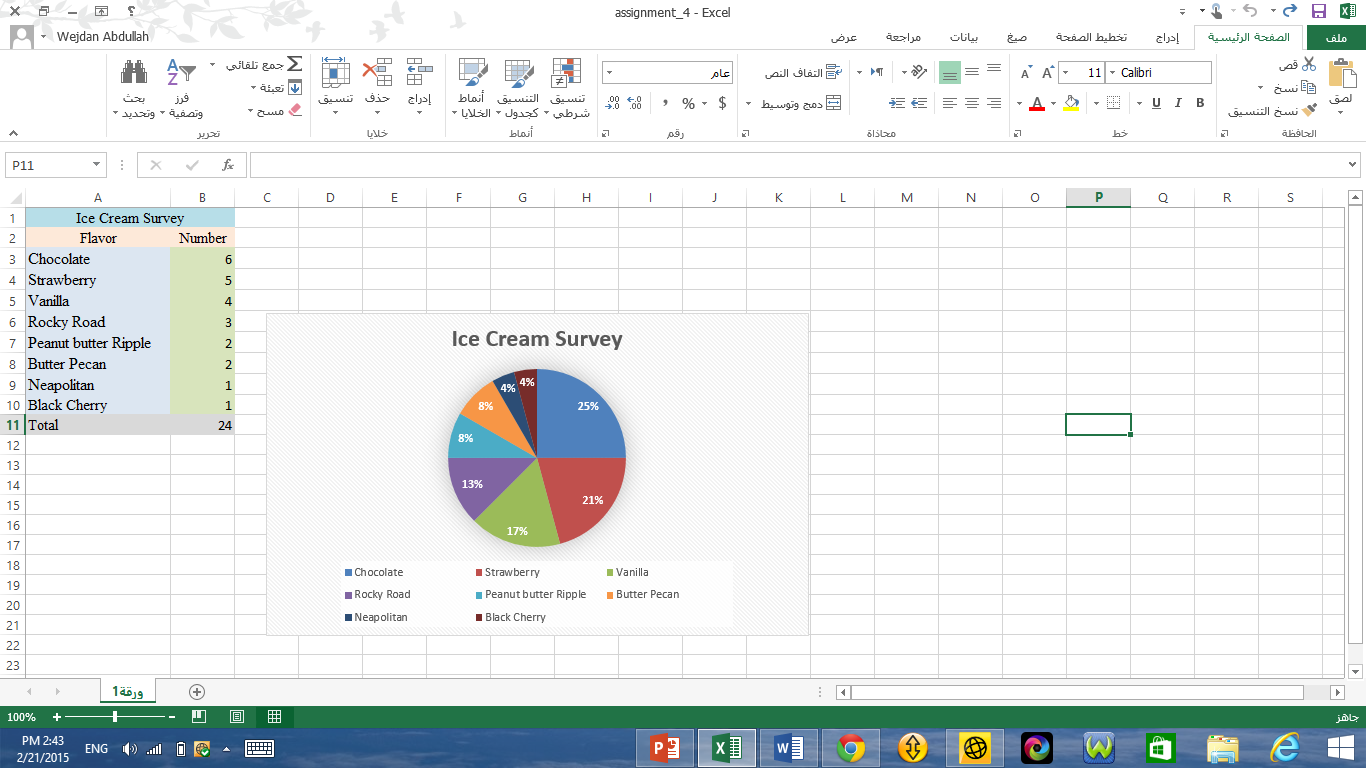
Neapolitan 1 student

Black Cherry 1 student

1. Open Excel. A new Excel worksheet should open automatically. If it doesn’t, choose

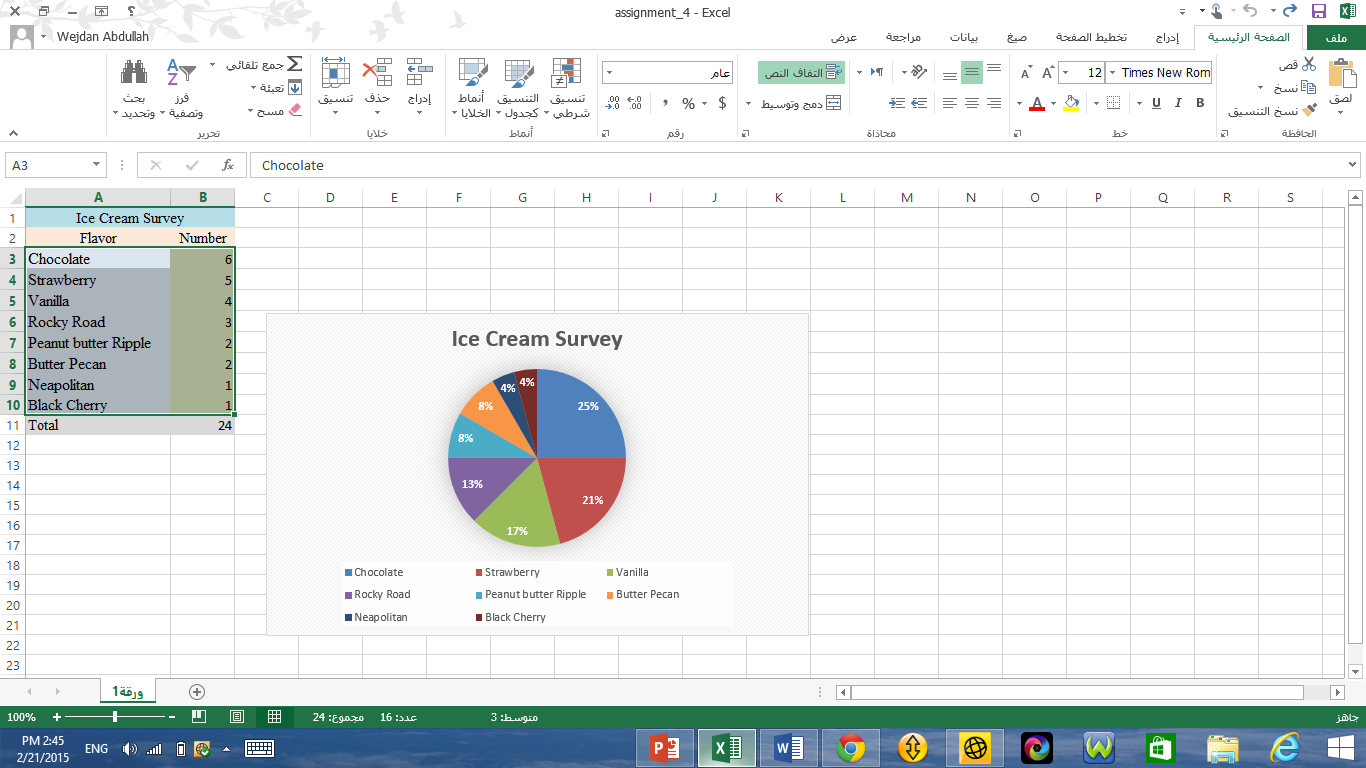
File from the menu and select “new” and then save the workbook file with the name Excel4YourName.

1. Now you will enter your data.
   1. Enter “Ice Cream Survey” in cell A1
   2. Enter “Flavor” in cell A2.
   3. Enter “Number” in cell B2
   4. Enter the flavor names in cells A3 to A10.
   5. Enter the corresponding number of students in cells B3 to B10
   6. Enter “Total” in cell A11.
2. Merge the cells A1 and B1.
3. Center the data in the cells: A2 and B2.
4. Place your cursor over cell B11 and click to select the cell. Now click the ***AutoSum*** button to find the total of the column of numbers you typed in cells B3 to B10.
5. Fill the background of cells as the following :



Now we will create a graph from this data:

1. Highlight the data to be graphed. Do not include the row with heading titles, only the ice cream flavors and the numbers. The range from A3 to B10. After your data is highlighted your screen should look like this:



1. Insert a Pie chart .Do this by going to the Insert menu and selecting Pie Chart.
2. Type in a title for your chart “Ice cream survey”.
3. You should now have a completed pie chart that looks like the one below :
4. Change the chart style to chart 11 so that the percentage will be added as the following:

Now your worksheet should looks like this:

